

**Regional District #13
Certified Staff Personal Day / Substitute Request Form**

Name Today's date Date of personal day

Building Substitute needed: _____ Yes _____ No

Purpose: _____ Reason allowed by contract (see attached letter)
_____ Sensitive necessary private personal business *

This form must be accompanied by a letter requesting a personal day and noting the reason as allowed by contract or designating the day for sensitive necessary private personal business. * The form and letter are to be submitted to the building principal or to the Superintendent of Schools. If the building principal is away from the District, the form is to be submitted to the Superintendent.

***Please note that this day is not intended for use as a vacation day.**

Authorization

_____ Approved _____ Denied

Building Principal/Superintendent of Schools Date

2011-2012

(Yellow)